

CLINTON/JACKSON COUNTIES ECI BOARD MEETING MINUTES

Monday, May 20, 2013 – 4:00pm

Francis Banta Wagonner Community Library, DeWitt, Iowa

Board Members Present:

Jack Willey, Chair
Daniel Srp, Vice Chair
Lynn Bell
Jill Davisson
Lori Frick
Pat Hendrickson(by audio/GoToMeeting)
David Hinds
Linda Hledik
Dr. Jessica Ihns
Brenda Kunau

Board Members Excused Absence:

Karen Breitbach

Guests:

Anne Capella Blount, CCR&R, Child Care Consultant

Clinton/Jackson ECI Staff Present:

Jenny Kreiter, C/J ECI Coordinator

Chair Jack Willey called the meeting to order at 4:00pm with welcome to guests. A quorum was present (10/11). Introductions were made and a sign in sheet was circulated for Board Members and guests to sign.

Review of Agenda: Chair Jack Willey introduced the agenda and asked for comments or any conflict of interests; none were offered.

Levels of Excellence Summary and Recommendation: On behalf of the Executive Committee Mr. Willey presented this document from Ms. Shanell Wagler which requests the Clinton/Jackson ECI Chair and Coordinator to acknowledge and sign the recommendation of compliant. The Board Members instructed Jenny to start posting Executive Committee Agendas and Minutes at the Clinton County Administration Building, Jackson County Courthouse and on our website. After much discussion Mrs. Frick moved, Dr. Ihns seconded to send a letter requesting a second review of three of our LOE documents and an opportunity to speak at the State ECI Board meeting on June 7, 2013. Motion was carried unanimously.

Approval of Minutes: Mr. Willey asked for comments on Board Meeting minutes dated 4-22-13 and Executive Committee minutes dated 4-8-13. None were offered. Mrs. Frick moved, Mrs. Davisson seconded to approve Board Meeting minutes dated 4-22-13 and Executive Committee minutes dated 4-8-13 as written. Motion was carried unanimously.

Financial Report:

- a. Mr. Willey presented the FY13 budget and Coordinator's activity report. Mrs. Hendrickson moved, Mr. Hinds seconded to approve financial report as presented. Motion was carried unanimously.
- b. Mr. Willey presented budget amendment documentation from New Parent Program, Parent Education and Early Head Start. None of the requested budget amendments changed the original, approved FY13 contract amount. The New Parent Program requested budget amendment asks for the purchase of iPads in order to participate in the REDCap data collection system. The Board Members discussed that Lutheran Services in Iowa has policies in place for equipment protocol, employee access, confidentiality and monitoring systems. The Iowa Department of Public Health has provided our Board with policy documentation and support. Mrs. Frick moved, Mrs. Kunau seconded to approve the budget amendment request as presented. Motion was carried unanimously.
- c. Mr. Willey presented the FY13 funding requests document for Mercy Hospital, Period of Purple Cry DVDs, Easton Valley, Camanche and Clinton Community School District for safety seats and harnesses. Per Board direction on 4-22-13

Jenny obtained a quote for the DVD's and contacted all School District Superintendents in Clinton and Jackson Counties to see if they had a need for safety seats/harnesses. Mrs. Davisson moved. Mrs. Bell seconded to approve the funding requests as presented. Motion was carried unanimously.

d. Mr. Willey presented a prepared binder with FY14 renewal requests from FY13 contract holders. Renewal process is for year 2 as the renewal requests are from Contractor's who completed the full RFP process in FY13. The Board Members reviewed the documentation and will prepare to discuss the requests at our Board Meeting on 6-24-14.

e. Mr. Willey reported that no new information has been received with final dollar figures for FY14.

Board Self Evaluation results: Deferred until next meeting.

2nd & 3rd Quarter Program Report: Deferred until next meeting.

Board Membership Update: Jenny reported that she had contacted two clergy members in Jackson County but has not heard back from them. Multiple Board Members provided names and contacts of other clergy members in the area. Jenny was instructed to pursue those contacts and report to the Executive Committee.

New Business: On behalf of the Executive Committee Mr. Willey provided information regarding two programs with Lutheran Services in Iowa have continued to be deficient in submitting Quarterly reports on time. Jenny reported that this deficiency was evident all three quarters and it was discussed with the Program Manager at the yearly site visit/audit and through email/phone conversations multiple times. The Board instructed Jenny to complete a corrective action plan with the Program Manager and report back to the Board at the next meeting. Mr. Srp moved. Mrs. Davisson seconded to approve notifying the Program Manager of the New Parent Program and Parent Education Program of the corrective action plan to address the deficiency. Motion was carried unanimously. Jenny reported that our Board had received a request today from, Mark Grey, PhD, University of Northern Iowa New Iowans Center, for Recommendations/Information for ECI Diversity Best Practice. Dr. Grey is particularly interested meeting with local ECI leadership to discuss Early Childhood efforts at the community level. The Board Members instructed Jenny to invite Dr. Grey to our area to attend a Board Meeting. Mr. Willey asked if there was any further new business; none were offered.

Adjourn: By consensus, the meeting adjourned at 5:05p.m.

Respectfully submitted,

Jenny Kreiter, Clinton/Jackson ECI Coordinator